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COMPTROLLER
STATE OF ILLINOIS

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PAYROLL BULLETIN
(10-76)

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SPRINGFIELD, ILLINOIS 62706
217/782-6000

TO: All State Agencies, Departments, Boards,
Commissions and Universities

SUBJECT: Voluntary Deductions

Voluntary deductions, those which an employee authorizes in accordance with the State Salary and Annuity Withholding Act, are normally made from earned wages. An employee's termination cancels these authorizations effective with the termination date.

IN INSTANCES WHERE PAYMENTS ARE MADE ONLY FOR LUMP SUM VACATION AND/OR OVERTIME, IT IS NOT PERMISSABLE TO PROCESS VOLUNTARY DEDUCTIONS AGAINST THESE PAYMENTS.

Final wage payments to an employee may contain voluntary deductions. If the earned wages are not sufficient to cover all voluntary deductions, the balance of these deductions may be applied to that portion of the final payment which represents lump sum vacation and/or overtime if paid coincident with wages.

Back pay awards should not include voluntary deductions unless specifically authorized by the Court or Commission ordering the award.

Since an employee's termination cancels all voluntary deduction authorizations, it is strongly urged that employees who are leaving State employment be advised of the termination dates and conversion privileges of the State sponsored insurance plans in which they participated. Information on insurance conversion is contained in the booklet Illinois State Employees Group Insurance Program. Employees who have voluntary deductions other than the State sponsored insurance plans such as credit unions, union dues, non-state sponsored insurance plans, United Fund, etc., and wish to continue membership, should be advised that it is their responsibility to make arrangements with the respective organizations as to the mode of payment.

If you have any questions concerning this matter, please contact me at (217) 782-4758.

Very truly yours,

George W. Lindberg
Comptroller

By: Daniel S. Steven
Payroll Supervisor